



AGENDA

REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Members

- Chairperson Schlice
- Vice-Chairperson Gardner
- Alderperson Kneebone
- Commissioner Cooper
- Commissioner Kemmeter
- Commissioner Ladick
- Commissioner Barrett

Date and Time:	June 20, 2023 3:30 PM	Location:	933 Michigan Avenue Community Room Stevens Point, WI 54481
			<u>Zoom Teleconferencing</u>
			Meeting ID: 854 3423 5539 Passcode: 641720 <u>By _____ Computer:</u> https://us02web.zoom.us/j/85434235539?pwd=NlMxL3l2cjVWZlJlUU5UYjNqQWVRZz09 <u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section

1. Roll Call

Discussion and Possible Action on the Following:

1. Approval of Minutes from the February 23, 2023 Redevelopment Authority Meeting
2. Approval of Minutes from the April 25, 2023 Redevelopment Authority Meeting
3. Approve Financial Reports from March 2023, April 2023
4. Request from City Staff to fund a Consultant for the creation of a Community Land Trust
5. Request to update Housing Modernization Loan Program
6. Adjournment

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.



MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Date and Time:	February 21, 2023 3:00 PM	Location:	Zoom Teleconferencing & 933 Michigan Ave, 54481
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Present: Chairperson Schlice, Alderperson Kneebone, Commissioner Cooper, Commissioner Kemmeter, and Commissioner Barrett.

Also Present: Executive Director Kernosky, Neighborhood Planner Klesmith, Neighborhood Improvement Coordinator Kordus, Steven Thompson, and any unidentified zoom audience members.

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Opening Section

1. Roll call.
2. Persons who wish to address the Board on specific agenda items other than a “Public Hearing” must register their request at this time. Those who wish to address the Board during a “Public Hearing” are not required to identify themselves until the “Public Hearing” is declared open by the Chairperson
3. Public comment for pre-registered individuals for matters appearing on the agenda

Discussion and possible action on the following:

1. Election of Officers – Chairperson
2. Election of Officers – Vice Chairperson
3. Approval of the Meeting Minutes of November 9, 2022.
4. Housing Modernization Loan Program
5. Request from Steven Thompson and Meghan Owens for exemptions for the Multi-Family Conversion Grant Program
6. Adjournment

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1. Roll call.

Present: Schlice, Kneebone, Cooper, Kemmeter, Barrett

Excused: Gardner, Ladick

2. Persons who wish to address the Board on specific agenda items other than a “Public Hearing” must register their request at this time. Those who wish to address the Board during a “Public Hearing” are not required to identify themselves until the “Public Hearing” is declared open by the Chairperson

No one registered to speak.

3. Public comment for pre-registered individuals for matters appearing on the agenda

No one registered to speak, however Steven Thompson, applicant for Agenda Item 5, was present. Staff asked that the allowance be made for the applicant to speak if he wished, to which the ability was granted.

Discussion and possible action on the following:

1. Election of Officers – Chairperson

Motion by Commissioner Barrett to nominate John Schlice as Chairperson; seconded by Commissioner Cooper.

Motion carried 5-0.

2. Election of Officers – Vice Chairperson

Motion by Commissioner Barrett to nominate John Gardner as Vice Chairperson; seconded by Commissioner Cooper.

Motion carried 5-0.

3. Approval of the Meeting Minutes of November 9, 2022.

Motion by Commissioner Cooper to approve the minutes of the November 9, 2022 Redevelopment Authority meeting; seconded by Commissioner Kemmeter.

Motion carried 5-0.

4. Housing Modernization Loan Program

Neighborhood Planner Klesmith provided the following details:

- In collaboration with Neighborhood Improvement Coordinator Kordus, initial feedback and concerns had been taken to modify the program language, terms, and guidelines.
- A summary of the modifications made which were also outlined within the staff memo.

Motion by Commissioner Kemmeter to approve the Housing Modernization Loan Program as presented; seconded by Alderperson Kneebone.

Roll Call:

Yeas: Schlice, Kneebone, Cooper, Kemmeter, Barrett

Nays:

Motion carried 5-0.

5. Request from Steven Thompson and Meghan Owens for exemptions for the Multi-Family Conversion Grant Program

Director Kernosky explained that the owners of 1648 College Avenue had requested several exceptions to the Multi-Family Conversion Grant Program requirements. Staff was not comfortable granting all the requested exceptions, so that request was now before the authority for review.

Neighborhood Planner Klesmith provided the following details:

- Summary of requested exceptions, as outlined within the staff memo.
- The staff's stance was that the deed-restriction modification needed to be evaluated further, but the remaining requests were reasonable.

Steven Thompson, applicant, provided testimony detailing construction scope, intent of use of the property, and explained that they were willing to waive their right to rent the property so long as the ability to sell the home remained an option. Mr. Thompson was concerned about being stuck with the property if he had to liquidate his assets or move due to extenuating circumstances. He was available for additional questions.

Commissioners made the following comments:

- Questioned whether the owner would be open to an agreement where if the property was sold, and was not restricted to single-family occupied, that they would reimburse the City 100% plus interest on any loan proceeds provided, to which there was openness from the applicant. A back-and-forth discussion ensued about other options, such as a buy-out of the restriction.
- Comment that the intent of the program was to maintain owner-occupied residences, and the restriction was largely to assure that, to which the applicant noted their intention to occupy the residence, they were just looking for more security for their investment.
- General hesitancy was noted in changing program guidelines or granting exceptions so early after the program's start. They were open to hearing a revised request in the future if the owner went through with the program as written, and then met any of those extenuating circumstances.

Director Kernosky reiterated staff's hesitancy in granting the exception to remove the owner-occupied deed restriction, especially so early in the program's start. The original intent, he noted, was to promote and reaffirm owner-occupied housing remain.

Cindy Nebel (1100 Phillips St) noted concern for potential changes to occupancy, even if owner-occupied or rented, as the Housing Task Force had recommended 3-4 unrelated be allowed to occupy a dwelling.

Director Kernosky clarified that while that was a recommendation within the Housing Task Force's document, only the Plan Commission and Common Council had the authority to change and/or update occupancy requirements.

Motion by Chairperson Schlice to approve the request from Steven Thompson and Meghan Owens for the reimbursement exemptions for the Multi-Family Conversion Grant Program, and denial of the request for the owner-occupied deed restriction to be removed or modified; seconded by Commissioner Kemmeter.

Roll Call:

Yeas: Schlice, Kneebone, Cooper, Kemmeter, Barrett

Nays:

Motion carried 5-0.

6. Adjournment

Meeting adjourned at 3:30 PM

A recording of this meeting can be viewed/heard at: <https://stevenspoint.com/365/AgendasMinutesVideos>

Approved:

John Schlice, Chairperson

Date

Attest:

Ryan Kernosky, Executive Director

Date



MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Date and Time: April 25, 2023
3:00 PM

Location: City Hall Conference Room
1515 Strongs Ave, 54481

Present: Chairperson Schlice, Vice Chairperson Gardner, Alderperson Kneebone, Commissioner Cooper, and Commissioner Barrett.

Also Present: Executive Director Kernosky, Technician Mohr, and any unidentified zoom audience members.

Index

Opening Section

1. Roll call.

Discussion and possible action on the following:

1. Approve Financial Reports from April 2022 through February 2023
 2. Assignment of Amended and Restated Development Agreement of the North Side Yard Project
 3. Adjournment
-

1. Roll call.

Present: Schlice, Gardner, Kneebone, Cooper, Barrett

Excused: Kemmeter

Absent: Ladick

Discussion and possible action on the following:

1. Approve Financial Reports from April 2022 through February 2023

Executive Director Kernosky explained that the financial reports had been delayed due to the Treasury having reduced staffing for medical reasons. Those reports have now been reviewed and prepared for approval.

Motion by Commissioner Cooper to approve the Financial Reports from April 2022 through February 2023; seconded by Vice Chairperson Gardner.

Roll Call:

Yeas: Schlice, Gardner, Kneebone, Cooper, Barrett

Nays:

Motion carried 5-0.

2. Assignment of Amended and Restated Development Agreement of the North Side Yard Project

Executive Director Kernosky explained that the Assignment of the Amended and Restated Development agreement for the North Side Yard had been included within the staff packet for review and approval. The

assignment collateralized the development incentive for all three site buildings and was common practice for projects of that site. Staff recommended approval as presented.

Chairperson Schlice asked for clarification on how the funds would be dispersed as the agreement noted wiring of funds, to which staff clarified that a check would be cut and written out to the assignee, but staff would touch base with Comptroller/Treasurer Ladick in either case.

Motion by Vice Chairperson Gardner to approve the Assignment of Amended and Restated Development Agreement of the North Side Yard Project; seconded by Commissioner Barrett.

Roll Call:

Yeas: Schlice, Gardner, Kneebone, Cooper, Barrett

Nays:

Motion carried 5-0.

3. Adjournment

Meeting adjourned at 3:03 PM

A recording of this meeting can be viewed/heard at: <https://stevenspoint.com/365/AgendasMinutesVideos>

Approved:

John Schlice, Chairperson

Date


Attest:

Ryan Kernosky, Executive Director

Date

APR 20 2023

Report Criteria:
Print Outstanding Checks and Deposits and Bank and Book Adjustments



HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)
March 31, 2023



Bank Statement Balance:	241,166.02	Book Balance Previous Month:	240,791.40
Outstanding Deposits:	.00	Total Receipts:	382.01
Outstanding Checks:	.00	Total Disbursements:	7.39
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	241,166.02	Book Balance:	241,166.02

Outstanding Deposits

No outstanding deposits found!
Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!
Checks cleared: 1 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

APR 20 2023

Include transaction count

Journal Code: Journal code = "CRHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTING HTF (CRHTF)						
03/02/2023	1	HINTZ (LAPORTE)	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
03/02/2023	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
03/31/2023	3	INTEREST FOR MARCH 2023	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-317.01
03/31/2023	4	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	317.01	
Total CASH RECEIPTING HTF (CRHTF):					<u>382.01</u>	<u>-382.01</u>

References: 4 Transactions: 4

Grand Totals:

382.01 -382.01

REVIEWED AND APPROVED
APR 14 2023 12:19 PM

Report Criteria:

Include transaction count

Journal Code. Journal code = "CDHTF"

APR 20 2023

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB - HTF (CDHTF)						
03/15/2023	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	7.39	
03/15/2023	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-7.39
Total CASH DISB - HTF (CDHTF):					<u>7.39</u>	<u>-7.39</u>
References: 2 Transactions: 2						
Grand Totals:					<u>7.39</u>	<u>-7.39</u>

Cory Lohr

Report Criteria:

Include transaction count

Journal Code. Journal code = "CDHTF"

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

MAY 19 2023

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)
April 30, 2023

Lorey Lohr



Bank Statement Balance:	241,533.46	Book Balance Previous Month:	241,166.02
Outstanding Deposits:	.00	Total Receipts:	372.26
Outstanding Checks:	.00	Total Disbursements:	4.82
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	241,533.46	Book Balance:	241,533.46

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 1 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

MAY 19 2023

Include transaction count

Journal Code: Journal code = "CRHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTING HTF (CRHTF)						
04/30/2023	1	HINTZ	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
04/30/2023	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
04/30/2023	3	INTEREST FOR APRIL 2023	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-307.26
04/30/2023	4	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	307.26	
Total CASH RECEIPTING HTF (CRHTF):					<u>372.26</u>	<u>-372.26</u>

Lorey [Signature]

References: 4 Transactions: 4

Grand Totals:

372.26 -372.26

Report Criteria:

Include transaction count

Journal Code. Journal code = "CDHTF"

MAY 19 2023

Lorey L...

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB - HTF (CDHTF)						
04/15/2023	1	ACCT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	4.82	
04/15/2023	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-4.82
Total CASH DISB - HTF (CDHTF):					4.82	-4.82
References: 2 Transactions: 2						
Grand Totals:					4.82	-4.82

Report Criteria:

Include transaction count

Journal Code. Journal code = "CDHTF"



Memo

Chris Klesmith
**Neighborhood Planner / Economic
Development Specialist**

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

(715) 341-4171 | cklesmith@stevenspoint.com

To: The Redevelopment Authority of the City of Stevens Point
From: Chris Klesmith
CC: Ryan Kernosky
Date: 6/14/2023
Subject: Community Land Trust – Consultant Request

To the Redevelopment Authority Members,

In May of 2023, the City was presented with a report from the City of Stevens Point Housing Taskforce that included several recommendations to decrease housing insecurity, diversify and expand the City's housing stock, and increase home ownership in the community. This report was drafted over about 18 months of deliberation and work from housing professionals, community members, housing advocates, and City staff.

One of the recommendations included in the report is to create a [community land trust](#) (CLT), which is a tool that can maintain housing stock that is permanently affordable to the community. On average, CLT homeowners accumulate approximately \$14,000 in equity when they sell their homes, and 60% proceed to purchase a home at market-rate. CLTs can serve as a stepping stone to homeownership in our community.

As the Housing Taskforce concluded, a coalition comprised of staff from CAP Services, the City of Stevens Point, and volunteers from Portage County Habitat for Humanity and Catholic Charities formed to investigate this tool and produce a community land trust. This group has received a thorough scope of work from a trusted consultant, Julie Brunner, which is also included in your packets. The group believes the consultant and coalition members have the capacity to launch a successful community land trust and look forward to working alongside the Redevelopment Authority in the future.

The coalition, as a group of City staff and non-profit organizations, are requesting your support to finance the consultant to build the appropriate framework for our community. The consultant expects to conclude work with the coalition by April 2024, at a price not to exceed \$12,000. The National League of Cities references several ways for local governments to support the startup of community land trusts, including convening stakeholders, participating in the planning process, staffing the startup, hiring consultants, providing startup funding, and ensuring a project pipeline. Therefore, Staff are requesting the Redevelopment Authority to support this initiative by financing the consultant in whole.

Cheers,

Christopher Klesmith

JULIE BRUNNER, Housing and Community Development
Scope of Work

Scope of Work

Anticipated Timeframe: September 2023 – April 2024

- 1) **Organizational Structure** – work with the CLT work group to educate the group on organizational structure options and facilitate a decision-making process to identify a path forward. This will include who the entity will serve, service area, etc.
- 2) **Bylaws** – work with the CLT work group to draft initial bylaws and provide technical support for the nonprofit 501c3 application.
- 3) **Start up Budget** – develop a 3-4 year start up budget to launch the program as well as the transition budget from a potential fiscal sponsor thru to an independent nonprofit organization.
- 4) **Affordable pricing, target market and subsidy levels** – Consultant will analyze data and complete an affordable pricing and target market analysis. In addition, Consultant will present detailed data and walk Client through the analysis and an associated decision making process to identify a target market for a resale restricted homeownership program. Finally, once a target market is established, evaluate the subsidy needed to produce resale-restricted housing for that market.

In order to complete such an analysis Client will provide consultant with the following data:

- a) Estimated taxes/insurance for median priced home in the area today
 - b) HOA/COA dues, if applicable, for local subdivisions
 - c) Market value of comparable properties
 - d) Cost to develop/acquire properties
 - e) Anticipated subsidy sources
- 5) **Resale formula** – Consultant will conduct a resale formula analysis using local historic data to inform projections and then facilitate a decision-making process with the Client to select a resale formula that will maintain affordability over time in their market.

In order to complete such an analysis Client will provide consultant with the following data:

- a) AMI data for the last 20 years (100% AMI for a HH of 4)
- b) Median sale price data for the last 20 years

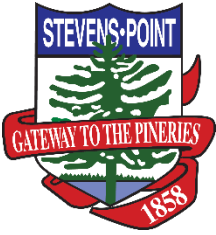
- 6) **Fees** – Consultant will provide training and facilitate a discussion regarding the various fee structures commonly employed by CLTs to help inform the development of a start up business plan. This will include the following fee types:
 - a) Monthly lease fees
 - b) Resale fees
 - c) Replacement reserve fees
- 7) **Stakeholder Engagement** – Consultant will work with Client to develop content for educational materials for both prospective homebuyers and external stakeholders and partners.
- 8) **Ground Lease** – Consultant will work with Client to customize the National CLT Model Ground Lease include the resale formula and fee structure determined above for use by Client.
- 9) **Policies and Procedures** – Consultant will walk Client through a list of Stewardship related policies for consideration, customization and adoption by the Client.
- 10) **Coaching** – provide on-going support through regular check ins and as needed calls. Attend monthly CLT committee meetings.

Deliverables

1. Draft bylaws.
2. 3 – 4 year start up budget.
3. Affordable pricing analysis and workbook for future use
4. Draft Ground Lease based on GSN model lease, including the decided upon resale formula.
5. Draft educational PowerPoint explaining what a CLT is and how it works etc.
6. Sample list of policy and procedures

The estimate for this work is \$12,000. Work will be charged hourly at \$150/hour with a not to exceed cap of \$12,000

The bulk of this work will be completed remote. If a site visit is deemed necessary to complete any of the above listed scope, additional hours will be required.



Memo

Chris Klesmith
Neighborhood Planner / Economic
Development Specialist

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

(715) 341-4171 | cklesmith@stevenspoint.com

To: The Redevelopment Authority of the City of Stevens Point
From: Chris Klesmith
CC: Ryan Kernosky
Date: 6/14/2023
Subject: Housing Modernization Loan Revisions

To the Redevelopment Authority Members,

Since the inception of the Housing Modernization Loan, 6 residents of Stevens Point have inquired about the program, two of which have resulted in successful loan applications, permits being pulled, and work being started. Staff are recognizing themes as residents continue to use the program. Namely, staff are noticing residents requesting funds for one to three smaller projects, rather than the full loan amount. Staff are now expecting to have 5-7 loans to be distributed before more funds may be requested.

Additionally, residents between 60-80% of the county median income are also applying more commonly than residents in the targeted income bracket. It is worth noting that some residents who have a very low debt-to-income ratio, but a household income less than 80%, would technically be denied the use of the program. Because of the low risk associated with these households, staff are requesting changes to the eligibility requirements of the program. By allowing these households to participate in the program, staff are more likely to succeed in distributing the maximum amount of loans, and to keep the program earning enough income to cover overhead costs.

Lastly, you will notice an increase in the income eligible ranges. The Department of Housing and Urban Development has increased their county median income standards, which will be put into effect tomorrow, June 15, 2023. These changes will impact this program as well as the Neighbor Helping Neighbor grant.

Included in your packets are changes recommended by staff to expand access to the program. These changes would have allowed three additional applicants to be eligible, bringing us closer to full capacity. We look forward to discussing the requested changes with you.

Cheers,

Christopher Klesmith